

State of Hawaii
Wireless Enhanced 911 Board

SUBJECT: Minutes of November 9, 2006 Meeting

Members in Attendance: Roy Irei, Gordon Bruce, Russ Saito, Catherine Awakuni, Dexter Takashima, Pete Jaeger, Jeff Yamane, and Paul Ferreira (attachment 1). Paul Ferreira was assigned the proxy for Richie Nakashima, and Milton Matsuoka (attachment 2). Catherine Awakuni was assigned the proxy for Joel Matsunaga (attachment 3).

Staff in Attendance: Philip Kahue (Executive Director), Bill Doolittle (Technical Consultant), Tony Ramirez (PM for PSAPs), Kerry Yoneshige (ASO for DAGS), and Patricia Ohara (Deputy Attorney General).

Guests in Attendance: Clement Chan (PM for Oahu PSAPs).

1. The chair called the meeting to order at 10:00 a.m.
2. The minutes of the October 13, 2006 meeting were approved.
3. Committee Updates by Chairs
 - a. Finance Committee Report.
 - i. The Statement of Cash Flows shows the account balances for both the General Fund and the Grant Fund (attachment 4). End of month, September 2006 General Fund balance is \$14,372,872.84.
 - ii. End of month, September 2006 Grant Fund balance is \$916,469.19.
 - iii. Mr. Irei recommended that the ED schedule the audit for the Wireless Enhanced 911 Fund and the Grant Fund in January 2007; before the end of Akimeka's base year contract. Mr. Yoneshige also recommended that another audit be conducted at the end of June to coincide with the end of the State Fiscal Year.
 - iv. Inter-Governmental Agreements (IGAs) will be established with Maui, Hawaii, Kauai, and Honolulu Counties. **ACTION ITEM: ED will prepare for Chair, IGAs before the next Board meeting.**
 - b. Technical Committee Report (attachment 5).
 - i. Technical Committee approved Kauai County's request for GIS Mapping System from Positron.
 - ii. Mr. Jaeger stated that the Technical Committee did not have time to investigate, prioritize, and provide recommendations on whether to pursue the issues in paragraph 4 of his update. He will have the Technical Committee meet before next month's meeting. **ACTION ITEM: Technical Committee will explore the issues presented and make recommendations to the board at its next meeting.**
 - iii. Technical Committee will also present process for Wireless Carriers to add additional cell sites and their interaction with the PSAPs.

- c. Policy and Objectives Committee Report - Ms. Awakuni stated that the Policy and Objectives Committee proposed a change to HRS 36-27 and 36-30, requesting an exemption of the Wireless Enhanced 911 Fund from the Department of Budget and Finance Administrative Assessment (A 5% administrative assessment on the balance of the fund). The proposed legislation was forwarded to the legislative liaison on November 1st. Mr. Saito requested a copy of the proposed legislative change for review, because of the presence of the Deputy Attorney General and the Director of the Administrative Services Office, these positions may be deemed administrative support to the Board. **ACTION ITEM: ED will forward the proposed legislative request to Mr. Saito for review.**
 - d. Administration Committee Report.
 - i. Akimeka Contract evaluation will be sent to the board members electronically by Mr. Ferreira. Mr Jaeger agreed to assist the Administrative Committee to compile the responses and make a recommendation to the Board.
 - ii. Mr. Ferreira stated that the Hawaii County Police Department belongs to the Law Enforcement Coalition, and they are prepared to support any legislation with written testimony that enhances public safety.
4. PSAP Status Updates.
- a. Kauai
 - i. Request for Service (RFS) Letters to the wireless carriers did not go out on November 1st, but should go out next week.
 - ii. They are in final negotiations with Positron to place their GIS mapping system for Kauai.
 - b. Oahu
 - i. Mr. Chan stated that they changed mapping vendor to GeoComm, and they will begin installing their system next week. They are planning to activate their system with Mobi PCS on December 15th.
 - ii. The Honolulu Police Department renovation is scheduled for completion on December 15th.
 - iii. The Oahu PSAPs decided to create their own network.
 - iv. The GeoComm mapping system training for the call takers is scheduled for December 4th for one week, and the Intrado Call Taker training is scheduled to start on December 11th.
 - v. Mr. Jaeger asked if the GeoComm system would be able to “talk” or integrate with the Positron mapping system with the rest of the State. Mr. Chan did not know.
 - vi. Mr. Kahue stated that HPD requested approval for new monitors. He sent a letter back to Chief Correa requesting a detailed invoice for the monitors so that the Technical and Finance Committees can make a proper evaluation of the request.
 - c. Molokai – Nothing to Report.
 - d. Maui – Nothing to Report.

- e. Hawaii - Hawaii County's kickoff meeting is set for November 30th at the main police station. All the wireless carriers received notices of the meeting. The acceptance for Hawaiian Telcom was made this morning.
5. Executive Director's Report – (attachment 6) – Reports filed last month, and upcoming reports were highlighted.
- a. The Intrado contract period of performance ended on July 31, 2006. In order to amend the Intrado contract to add Call Taker training, the contract must be extended first. We have completed the State Procurement Form (SPO Form 3), and must complete the Attorney General Supplemental Form (AG-005), then submit both for approval. According to Mr. Colin Tanaka of the State Procurement Office, the contract extension must be approved before the amendment can be submitted. They are two separate actions and cannot be combined. **ACTION ITEM: ED to complete the AG-005 form, submit to Deputy AG, then forward to SPO. Once completed, then submit request to amend Intrado contract to add Call Taker training hours.**
 - b. The ED presented a redressed item. In the September board meeting, it was determined that overtime associated with call taker training would not be a reimbursable item. Mr. Bruce asked for a reconsideration, and the Board determined that the Call Taker training was considered outside of normal operations, and therefore the overtime associated with this training would be reimbursed. The motion made by Mr. Irei was that when employees will be displaced from normal operations to conduct training to provide proficiency in new equipment, then those costs should be reimbursed. Mr. Jaeger seconded the motion, and it was carried unanimously by the board.
 - c. The ED has not yet submitted the exemption request for the Akimeka contract for the option year. **ACTION ITEM: ED will work with ASO DAGS to draft a request to exempt Akimeka from the State procurement process to add additional hours to the Akimeka contract as needed and approved by the board.**
 - d. The website is now activated on the DAGS homepage as an attached agency. The ED will submit the approved press release. The website URL is www.hawaiiwirelesse911.hawaii.gov.
6. Discussion Items
- a. Overtime costs were covered in the ED's monthly report.
 - b. Updated Budget Forecast. The updated budget forecast has been completed with Mr. Matsunaga. A meeting will be scheduled with Mr. Matsunaga and Mr. Jaeger to finalize the budget, then presented to the Board for approval.
 - c. Technical Committee proposals were covered in the Technical Committee update, and presented at the next board meeting.
 - d. Akimeka evaluation was covered in the Administrative Committee update.

- e. The board determined that it has no fiduciary responsibility over the county's purchases. The counties are responsible for their own purchases and must follow the County and State rules that apply.

7. **Action Items.**

a. Technical Committee:

- i. Explore the issues presented in attachment 4, and make recommendations to the board at its next meeting.
- ii. Establish a process for PSAPs to coordinate with wireless carriers when they put in new base stations/cell sites.

b. Administrative Services Committee: Evaluate Akimeka's performance in the base year, and make a recommendation to the Board at its next meeting on whether Akimeka should be extended on its contract into the first option year, scheduled to begin February 1, 2007. Evaluation sheets will be sent to Board Members electronically.

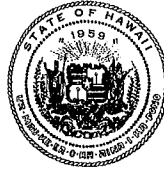
c. Executive Director:

- i. Request extension to Intrado contract, then follow-up with request to amend Intrado contract to add call taker training.
- ii. Schedule an audit for the Wireless Enhanced 911 Fund, Grant Fund, in the January 2007 timeframe.
- iii. Work with Technical Committee and Richie Nakashima to establish a certification audit for Wireless Phase II coverage for Maui.
- iv. Work with Richie Nakashima and Public Relations Committee to draft consumer education initiatives for Maui.
- v. Forward the proposed legislative request to exempt the Wireless Enhanced 911 Fund from the Budget & Finance Administrative Assessment (5%) to Mr. Saito for review.
- vi. Work with ASO DAGS to draft a request to exempt Akimeka from the State procurement process to add additional hours to the Akimeka contract as needed and approved by the board.

8. Announcements – Nothing to Report.

9. The next meeting is scheduled for Friday, December 8, 2006 at the same location (DAGS Comptroller Conference Room), but will begin at 1:00 p.m. instead of 10:00 a.m.

10. The meeting was adjourned at 11:09 a.m.



STATE OF HAWAII
WIRELESS ENHANCED 911 BOARD

November 9, 2006
10:00 a.m.

Department of Accounting and General Services
Comptroller's Conference Room 410
Kalanimoku Building
1151 Punchbowl Street
Honolulu, Hawaii 96813

AGENDA

- I. Call to order
- II. Review of Minutes for October 13, 2006 Board Meeting.
- III. Committee Updates by Chairs.
 - a. Finance Committee
 - b. Technical Committee
 - c. Policies and Objectives Committee
 - d. Administration Committee
- IV. PSAP Status Updates
 - a. Kauai
 - b. Oahu
 - c. Molokai
 - d. Maui
 - e. Hawaii
- V. Executive Director's Monthly Report
- VI. Discussion Items.
 - a. Overtime Costs for PSAP Call Taker Training
 - b. Updated Budget Forecast
 - c. Technical Committee Proposals
 - d. Akimeka Evaluation for proposed Option Year execution
 - e. Fiduciary Responsibility of Board for PSAP Reimbursements
- VII. Announcements
- VIII. Next meeting date and location
- IX. Adjournment

**Wireless Enhanced 911
Board Meeting
November 9, 2006 – 10:00 a.m.
Department of Accounting and General Services
Comptroller's Conference Room 410
1151 Punchbowl Street, Honolulu, HI 96813**

Name	Agency	Phone
1. Bill Doolittle	911 INSIGHT	[REDACTED]
2. Clement Chan	Co C DIT	[REDACTED]
3. Tony Ramirez	AKIWEKA	[REDACTED]
4. GORDON BRUCE	Co C DIT	[REDACTED]
5. Roy IREI	T-Mobile	[REDACTED]
6. Pete Joeger	SPRINT - Nextel	[REDACTED]
7. Paul Fenneman	HEPD	[REDACTED]
8. Jeff Yamane	CINGULAR	[REDACTED]
9. PAT O'HARA	Atty Gen'l	[REDACTED]
10. Kerry Ymasby	DARS	[REDACTED]
11. Dexter Takashima	KPI	[REDACTED]
12. Cat Awakuni	Division of Consumer Advocacy	[REDACTED] 2670
13. Philip Kahue	Akimeka Tech	943-9545
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Philip Kahue

From: milton matsuoka [mailto:milton.matsuoka@yahoo.com]
Sent: Monday, November 06, 2006 8:54 AM
To: Philip Kahue
Subject: Re: Parking Pass

Hi Phil,

Richie took some emergency leave and will not be making the 11/09 meeting. I will also not be able to make the meeting due to other commitments on that day. I will be checking with Paul if he will be our proxy.

Milton

Philip Kahue <pkahue@akimekatech.com> wrote:

Milton, will you be coming with Richie again for the Nov 9th meeting? Can I just send one parking pass to Richie?

Mahalo, Phil.

Philip Kahue, CHE
Akimeka Technologies, LLC
1600 Kapiolani Blvd, Suite 530
Honolulu, HI 96814
808.265.3028
pkahue@akimekatech.com

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Philip Kahue

From: milton matsuoka [mailto:PhilipKahue2010@gmail.com]

Sent: Wednesday, November 08, 2006 4:28 PM

To: Philip Kahue

Subject: Proxy

Aloha Phil,

I am designating Paul Ferreira to be my proxy for the 11/09/06 meeting.

Milton

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Mortgage rates near 39yr lows. \$420,000 Mortgage for \$1,399/mo - [Calculate new house payment](#)

Philip Kahue

From: Joel Matsunaga [REDACTED]
Sent: Monday, November 06, 2006 5:36 PM
To: Philip Kahue
Cc: Catherine.P.Awakuni [REDACTED]
Subject: Next WE911 Board Meeting

Phil:

I will NOT be able to attend the next WE911 Board meeting as I have a conflict with meetings. Since I will not be attending, by way of this email, I am giving my proxy to Catherine Awakuni. I have the next meeting as this coming Thursday, November 9th. If that date is wrong, let me know.

Phil, since I won't be able to attend, please report on the usual financial report (balance, disbursements, etc). Also, please give an update on the financials. You can say that we have gone over them and that there needs to be some modifications to it. After we do that, we would like to have Pete come sit with us to go over them to see if they are reasonable or not.

Also, you can give the update on the ICAs. Don't believe we have other items to do a follow up on.

Any questions, please give me a call.

Joel

Joel Matsunaga
Hawaiian Telcom
Tel: 808.546.3877; Fax: 808.546.8992
Email: [REDACTED]

11/17/2006

Attach 3

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 Oct 06

FIRST HAWAIIAN BANK ACCOUNTS:

General Fund ITEM	Beginning Balance	Net Change	Ending Balance
Cash Inflow:			
Surcharge Collection	\$ 13,496,722.64	\$ 745,494.57	\$ 14,242,217.21
Interest Income	\$ 429,513.72	\$ 45,389.21	\$ 474,902.93
Subtotal Cash Inflow	\$ 13,926,236.36	\$ 790,883.78	\$ 14,717,120.14
Cash Outflow:			
PSAP Reimbursement	\$ (123,355.55)		\$ (123,355.55)
Board Member Travel Expense	\$ (11,132.41)		\$ (11,132.41)
Consultant-Akimeka	\$ (151,217.82)	\$ (46,153.67)	\$ (197,371.49)
Audit Expense	\$ (7,825.00)		\$ (7,825.00)
Board Strategic Planning Expenses	\$ (1,562.85)		\$ (1,562.85)
Subtotal Cash Outflow	\$ (295,093.63)	\$ (46,153.67)	\$ (341,247.30)
Totals	\$ 13,631,142.73	\$ 744,730.11	\$ 14,375,872.84

Grant Fund ITEM	Beginning Balance	Net Change	Ending Balance
Cash Inflow:			
Nextel Contribution	\$ 1,250,000.00		\$ 1,250,000.00
Cash Outflow:			
Consulting Expense (Intrado)	\$ (131,500.00)		\$ (131,500.00)
Maui Reception Expense	\$ (2,073.64)		\$ (2,073.64)
Maui PSAP Deployment	\$ (199,957.17)		\$ (199,957.17)
Subtotal Cash Outflow	\$ (333,530.81)	\$ -	\$ (333,530.81)
Totals	\$ 916,469.19	\$ -	\$ 916,469.19

HAWAII WIRELESS ENHANCED 911 BOARD
STATEMENT OF CASH FLOWS
For month ending 31 Oct 06

Narrative (General Fund):

1. No Reconciliation issues.

Narrative (Grant Fund):

No Activity for the month.

Hawaii Enhanced 911 Board Meeting
Technical Committee Report
Pete Jaeger Chairman

Nov. 9, 2006

1. PSAP training– Intrado proposal update.
 - Intrado working with Honolulu PSAP
2. Wireless Deployment update
 - a. Honolulu – request letters sent July 25.
 - ✦ Honolulu has changed mapping vendors All three Honolulu PSAPS meeting monthly with Wireless carriers to drive the process
 - ✦ All Carriers are in the trunk ordering and data gathering phase.
3. Technical committee to explore ideas and recommend ways to expand 911 coverage for all carriers Ideas to be presented are:
 1. In building enhancements in State and County buildings state wide to serve all wireless carriers.
 2. Expand wireless coverage in rural areas designated by Public Safety and State Civil.
 3. Purchase Hard drives for shared mapping and data application.
 4. Project locate for network based carriers.
 5. Increasing manpower hours via county request submittals
 6. Post deployment of E911 audits which include hiring a consultant to confirm the E911 system is working properly in each County.
 7. Customer education for the Counties that have deployed e911 with all carriers.
 8. Refine the leasing process for wireless carriers to build sites.
 9. Improve mapping.

Respectably submitted by Pete Jaeger

State of Hawaii
Wireless Enhanced 911 Board

Executive Director's Monthly Report
November 9, 2006

1. Reports Filed
 - a. Quarterly - October 31: PSAP Readiness Grant Fund Quarterly Report
 - b. Annual - October 17: Variance Report
2. Inquiries – Ali Loftian, of Input.com (a contract clearing house) asked who won the contract in April 2005 to provide E-9-1-1 service to the state.
3. Upcoming Reporting Requirements
 - a. Quarterly – November 15: PSAP Readiness Grant Fund
 - b. Annual – October 17: Variance Report
 - c. Other – None
4. Fund Activity – Budget Financial Reporting for Board
5. Action Items.
 - a. Attendance at State Procurement Office Classes
 - i. Sole Source – October 26th
 - ii. Competitive Sealed Proposals – November 16th
 - iii. Competitive Sealed Bids – December 14th
 - b. eAnalytical Training – November 2nd
 - c. Website – hawaiiwirelesse911.hawaii.gov on DAGS site
 - d. Second Amendment to Akimeka contract to increase PM hours submitted to DAGS on October 26th
 - e. Audit of Wireless Enhanced 911 Fund and Grant Fund projected for Feb 07
 - f. Forwarded proposed legislative request to exempt WE911 Fund from DB&F 5% admin assessments on Oct 31